

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION
600 S. Edgewood Drive
Ellettsville, Indiana 47429

FACILITY USE REQUEST

Name of Organization _____

Percent of Membership: Richland-Bean Blossom Resident _____% Non-Resident _____%

Building Desired: _____ Room/Facility Desired: _____

Event: _____

Day (s) of Week: _____ Date (s): _____

Hours Desired: From _____ a.m./p.m. To: _____ a.m./p.m. Building Opened at: _____

Attendance Expected: _____ Admission Charge: Yes No Amount: \$ _____

The proceeds will be used for: _____

Please check the other facilities or services desired: (Where applicable, indicate number needed)

Custodians _____ Kitchen _____ Kitchen Supervisor _____ Chairs _____ Tables _____ Piano _____

Public Address System _____ Lectern _____ Restrooms _____ *Check Room _____ *Concessions _____

* Operated by and proceeds retained by the respective RBBCSC schools and Building Principal.

Please read the reverse side of this permit with care before signing this agreement.

We have read and fully understand and agree to abide by the rules, regulations, and restrictions of the Board of School Trustees governing the use of these facilities and agree to be responsible for any damage to school property due to such occupancy. We also agree to pay any designated fee within two (2) weeks following the use of the facilities. **Please refer to the back of this form for contract information. Please note: The applicant/ sponsor in charge of the Organization is responsible for assuring that the facility is well supervised and evacuated in the event of a fire/tornado alarm.**

Name (Printed) _____ Title _____

Signature _____ Address _____

Date of Application _____ Phone _____ City _____

The above requested date (s) does not interfere with the educational program of this school. The use of the facilities for the above date (s) has been scheduled subject to the Superintendent's and/or designee's approval.

I (RECOMMEND) (DO NOT RECOMMEND) APPROVAL OF THIS PERMIT.

Principal _____ School _____ Date _____

Facility Usage Logged By (Principal/Secretary) _____ Date _____

Custodian Assigned _____ Kitchen Supervisor Assigned _____

FEES: (PRINCIPAL'S OFFICE ONLY)

Custodian _____

Kitchen Supervision _____

Use of Facility _____

Other _____

Total Fee _____

POST EVENT:

Completed and returned by Principal to Comptroller.

Event was held, send Total Fee Invoice

Event was held with modified charges

Hours: _____ Fees: _____

Other: _____ Event was not held

Certificate of Insurance

(Required Prior To Use Of Facilities For A Commercial Rental)

The Certificate of Public Liability Insurance No. _____ with _____ Company in the amount of \$1,000,000 dollars is herewith recorded. This certificate of Public Liability will include the Richland-Bean Blossom Community School Corporation as the additional insured party. A copy of this certificate must be on file in the Superintendent's office prior to the use of the facilities.

The above request is approved for the purposes permitted by the rules and regulations of the Board of School Trustees.

Superintendent _____ Date _____

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION

Policies, Rules, and Regulations to the Rental and Use of School Facilities

I. General School Board Philosophy - Policies Relating to the Use of Buildings and Properties

The public school buildings and properties are provided primarily for the regular education program of the Richland-Bean Blossom Community School Corporation, and they must be maintained at all times in an excellent manner for this essential purpose.

When not in use for school purposes and in accordance with laws, the board will allow the use of school buildings and grounds or portions thereof, by individuals and associations for such educational, recreational, social, civic, religious, and such other lawful purposes that promote the welfare of the community.

Permission to use school facilities will be granted to responsible organizations and individuals when such use will not interfere in any way with the regular programs and activities of the schools. The term "responsible" is intended to mean a person at least twenty-one years of age, property owner, or a person otherwise financially responsible.

All rules and regulations which appear on the permit relative to the use of school facilities and properties adopted by the Board of School Trustees become a part of Board regulations.

A nominal rental fee to cover the cost of heat, lights, and general expenses of opening the building or facility will be charged in accordance with a schedule approved by the Board. Fees will not be charged to any school-related organization, youth organization, or agency of town government unless it requires additional personnel. Athletic groups that charge entry fees or admission, will be assessed the fees as noted. The Board may waive any fee for any types of public programs.

A local civic group is one in which the majority of participants are residents of the Richland-Bean Blossom Community School Corporation school district.

II. Procurement of Permit

- A. The use of all school facilities for any lawful purpose whatsoever shall be initiated by a responsible member of the organization requesting the permit through the Building Principal of the desired facility. All information requested on the permit must be supplied. When the application is completed it must be returned to the office of the desired facility for the Building Principal's signature.
- B. The Building Principal's signature on the application indicates only that the requested date does not conflict with the educational program of the school.
- C. The application is then forwarded to the Superintendent and/or designee who shall act on the application and inform the applicant as to the action taken. All Applications must be submitted to the Superintendent and/or designee at least ten (10) days prior to the requested date.
- D. Upon the approval of the application, a copy of the permit is mailed to the applicant or the organization making the request. The applicant and the organization are obligated to adhere to the conditions, rules and regulations concerning the use of requested facilities and to pay within two (2) weeks after the permit date any fees that might have been stipulated on the permit.
- E. Approved permit applications are filed with the Superintendent and/or designee, the Building Principal, and the Building Custodian of the desired facility.

III. RULES, REGULATIONS AND RESTRICTIONS

1. A school custodian (s) must be on duty during the hours facility is in use for all non-school activities. When custodial fees are assessed, the hours counted shall be from the time the custodian opens the doors until the cleanup is completed. (See Fee Schedule)
2. If kitchen facilities are requested, a kitchen supervisor shall be assigned. Fees shall be charged from the time the kitchen is opened until the cleanup is completed. It shall be the sole duty of the supervisor to supervise, not to prepare or serve food. The cleanup is the responsibility of the organization using the facility. (See Fee Schedule)
3. The use of the building and equipment shall be strictly confined to that which is designated on the permit. The school representative (custodian, kitchen supervisor, or others in charge) shall have immediate authority in any matter concerning the use of facilities.
4. All permits issued are subject to cancellation with due notice for any reason the Superintendent and/or designee may deem necessary, or in the best interest of the schools and/or the community.
5. Gambling, use of or possession of intoxicants, alcohol or drugs within or on school property is specifically prohibited. Obscene or indecent language is also prohibited. In conformity with State Fire Marshall regulations, smoking is prohibited.
6. No furniture or equipment (including pianos, stage equipment, athletic equipment, or audiovisual equipment) shall be used or moved unless specifically requested on the permit or approval received from the Building Principal.
7. Liability - the renter agrees to save or hold harmless the Richland-Bean Blossom Community School Corporation and agrees to assume responsibility for all liabilities arising incident to the occupancy of the facility, it being understood and agreed that the school corporation assumes no obligations respecting the use of such premises.
8. The use of specialized equipment, such as stage lighting, scenery, curtains, projectors, public address systems, bleachers, etc., shall be permitted only when operated by school employees or other persons authorized by school officials.
9. No signs, displays or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, grounds, drives, etc., without express approval of the Building Principal.
10. When the attendance or other conditions require the use of police, firepersons or parking attendants, the renter shall assume full responsibility for their assignments and pay for their services.
11. Fire Safety and Decorations - All state and local fire safety laws and regulations must be observed. All materials used for decorative purposes must be approved in advance by the Building Principal. Please Note: The applicant/sponsor in charge of the organization is responsible for assuring that the building **is evacuated in the event of a fire or tornado alarm.**
12. Gymnasium Floor - No materials are to be used on floors. Proper rubber soled gym shoes must be used for games or athletic contests on gym or activity room floors.
13. Non-school organizations are not permitted to sell tickets or merchandise to students while students are under school jurisdiction.
14. A certificate of public liability insurance covering the event (if held in the School System (gyms or auditoriums) must be secured and on file in the Superintendent's office before the permit for use of these facilities is signed by the Superintendent and/or designee. This certificate of public liability will include the Richland-Bean Blossom Community School Corporation as the additional included party.
15. **THE ACTIVITY MUST BE UNDER COMPETENT ADULT SUPERVISION AND/OR LEADERSHIP. THE SCHOOL OFFICIALS RESERVE THE RIGHT TO JUDGE THE ADEQUACY OF SUCH SUPERVISION AND TO IMMEDIATELY CANCEL OR DISAPPROVE ANY FUNCTION JUDGED NOT TO BE SUFFICIENTLY SUPERVISED.**
16. Use of public school buildings and grounds on Sunday or legal holidays is discouraged.
17. There shall be no charge for custodial services for student school organizations or related school parent groups (PTA, PTO, PTC, Athletic Boosters, Adult Boosters) unless abnormal demands exist (proms, etc.)
18. With rare exceptions, school facilities will not be available for non-school organizations during the summer months.
19. Facilities are to be vacated by 10:00 p.m. (except for special school affiliated groups which have prior approval for a later time).
20. Private use of buildings and grounds other than the swimming pool, such as wedding receptions, parties, bridal showers, picnics, etc., will not be permitted.

21. The renter shall not offer or pay gratuities, or gifts to school employees.

IV. SCHEDULE OF FEES - Effective 3/30/2004

Parent Teacher Organizations, scouting activities, 4-H Clubs, local private schools or similar organizations (such as Youth Groups of all types serving primarily the Richland-Bean Blossom Community School Corporation) shall not be charged fees for regular programs unless held on days when custodians are not on duty. If these groups schedule an activity and charge admission (for example: basketball), they shall be charged the schedule fees.

A. Athletic Complex Rental Fee - Baseball, Softball Fields (Add to each, custodian or cook fees if applicable.)

Baseball or Softball Field		
Group/Organization	Practice Fee	Game/Event Fee
Local Civic Groups	\$10.00 for 2 Hours, \$50/hr thereafter	\$20.00
All Other Groups	\$100.00 for 2 Hours, \$10/hr thereafter	\$120.00
Tennis Courts		
Group/Organization	Practice Fee	Game/Event Fee
Local Civic Groups	\$10.00 for 2 Hours	\$20.00
All Other Groups	\$100.00 for 2 Hours	\$120.00

Swimming Pool					
**All groups using the facility must sign a contract and pay prior to the activity. Contact the Aquatic Director at 876-5919 for approval.					
Event/Organization	Fee				
Birthday Party (Sat. 1-3)	\$30.00 - 10 swimmers, \$50.00 - 11+swimmers				
Morning or Evening Adult Lap Swim	\$2.00 each time, \$60.00-semester, \$100.00/year				
Saturday Recreation Swim	\$2.00 each				
Organizations (2 Hours)*	\$40.00 - 30 swimmers, \$60.00 - 31+ swimmers				
<i>*Note: Organizations are limited to 4 nights. On Saturdays 1-3pm, use Birthday Party Rate</i>					
	1 st Time	2 nd Time	3 rd Time	4 th Time	Total:
Up to 30 swimmers	\$40.00	\$30.00	\$20.00	\$10.00	\$100.00
31+ swimmers	\$60.00	\$50.00	\$40.00	\$30.00	\$180.00
Session Use	\$250.00 per session				
Swim Club & Scuba Classes	\$7.00 per hour, \$35.00 on Saturdays				

B. Facility Rental Fees - Gyms, Cafeterias and Kitchens

C. Auditorium Fees

Facility	Fee
Cafeterias No Kitchen Use(All Schools) *	\$50.00 for 3 hours, \$20.00 per hour thereafter
Cafeteria including use of Kitchen *	\$75.00 for 3 hours, \$25.00 per hour thereafter
Kitchen Employee *	\$18.00 per hour
Custodial Employee *	\$23.00 per hour
Classrooms (All Schools) *	\$10.00 per hour
Gymnasiums (EHS, EJHS, EIS, EPS) *	\$300.00 for 3 hours, \$50.00 per hour thereafter
Auxiliary Gym or SES *	\$150.00 for 3 hours, \$50.00 per hour thereafter
*3 Hour Minimum	

Applicant Classification	Auditions and Non-Tech. Rehearsals	Dress or Technical Rehearsals	Performance
Resident Non-Profit Org. (No admission)	\$60.00 per hour (\$75.00 per hour)	\$75.00 per hour (\$90.00 per hour)	\$120.00 / hour (\$130.00 / hour)
Resident Non-Profit Org. (Admission Chg.)	\$70.00 per hour (\$85.00 per hour)	\$85.00 per hour (\$100.00 per hour)	\$140.00 / hour (\$150.00 / hour)
Resident Commercial & Non. Res. / Non. Comm.	\$75.00 per hour (\$90.00 per hour)	\$90.00 per hour (\$105.00 per hour)	\$150.00 / hour (\$160.00 / hour)
Non. Resident Commercial	\$80.00 per hour (\$95.00 per hour)	\$95.00 per hour (\$110.00 per hour)	\$160.00 / hour* (\$170.00 / hour)*

*Hourly rate or 10% of the gross receipts; whichever is the larger; One -half of the approximate rental cost is required at least one (1) week prior to the use of facilities.

1. Four (4) hour minimum on Performances
2. Figures shown in () are weekend rates (Saturday, Sunday or when extra custodian is needed).
3. HOLIDAY SURCHARGE \$100.00 additional plus DOUBLE TIME for all personnel.
4. Electrical panel operator, public address operator, and scoreboard operators are to be paid by the lessee.
5. Use of related facilities (dressing rooms, stage lights, public address system, public restrooms, foyer) that are affiliated with the rented facility are included.